

# 2012 - 2013 INTENSIVE HOUSING STABILIZATION PROGRAM



## What is IHSP?

The Intensive Housing Stabilization Program (IHSP) is to provide homelessness prevention assistance to households who would otherwise enter shelter or to provide assistance to persons who are homeless, as defined by the McKinney-Vento Homeless Assistance Act.

## What is Crossroads role?

Crossroads Rhode Island was awarded funding for the Shelter / Street portion of the Rhode Island's 2012 - 2013 grant. The IHSP allows Crossroads to assist eligible families and individuals in obtaining and maintaining safe, sufficient housing. With this funding Crossroads will provide social service and financial assistance to clients who meet program eligibility requirements. Crossroads will only accept appropriate referrals from service providers throughout the State of Rhode Island. No referrals will be accepted by clients directly.

## What Services and Assistance is available?

An eligible IHSP family or individual may receive the following services and assistance:

### Social Services

- Case management
- Outreach and engagement
- Housing search and placement
- Legal services
- Financial counseling

### Financial Assistance

- Rental assistance (No Subsidized Housing)
- Security deposits
- Utility arrears
- Moving cost assistance

### Crossroads Rhode Island IHSP Contact Information

Melissa Fijol. . . . . 521 - 2255 x206  
Email: . . . . . mfijol@crossroadsri.org  
Fax. . . . . 521 - 3695

### IHSP RESOURCES

Consolidate Homeless Fund Partnership  
<http://www.chfpartnership.org/>

Rhode Island Housing Resource Commission  
<http://www.hrc.ri.gov/>

Crossroads Rhode Island  
<http://www.crossroadsri.org/>

# 2012 - 2013 IHSP PROGRAM

## Eligibility and Referral Process



The first step in any IHSP program is determining if a household applying for IHSP assistance is eligible. In order to receive IHSP-funded assistance and/or Stabilization Services, the following must occur:

- 1. Shelter Referral** - Referral must be made by the case advocate of the participating shelter (or verification by street outreach worker) where the client(s) is residing. Please see *Referral MUST Include* section below.
- 2. Income:** the household's total income must be fully represented. Please see *Referral MUST Include* section below.
- 3. Housing Status:** the household must be either sheltered homeless or residing in a place not meant for human habitation; AND must meet the following circumstances:
  - a. No appropriate subsequent housing options have been identified.
  - b. The household lacks the financial resources to obtain immediate housing.
  - c. The household lacks support networks needed to obtain immediate housing.

IHSP is more than "Rental Assistance." It is a complete package of case management, financial assistance and continued support. The IHSP team is, and will be, dedicated to the client(s), but the client must be committed to the program, in order to be successful.

The IHSP team strives towards "sustainability" for all clients entering the program. The goal of sustainability is to limit the likelihood that the family or individual would re-enter homelessness when the program is completed. Sustainability can mean the following:

- 1. Outstanding Debt** - The client(s) owe no outstanding debts to transitional housing or subsidized housing. If client does owe, please inform them that they must make an effort to pay off this back debt. Receipt of payment / payment plans need to be included in referral.
- 2. Addiction** - If client(s) has had previous struggles with addiction, client needs to be connected with and continue to utilize appropriate support programs.
- 3. Client Engagement** - Client(s) must have a willingness to engage - agreeing to meet with an IHSP case worker on a weekly basis. If the client(s) is not willing to commit to these weekly meetings, they will not be eligible to participate and therefore should not be referred.

If you have any questions or concerns, please contact Melissa Fijol, Program Manager for Adult Services / IHSP.

## How To Make A Referral

1. Send cover letter with all required documentation (see Referrals MUST Include) to Melissa Fijol at [mfijol@crossroadsri.org](mailto:mfijol@crossroadsri.org) or via confidential fax to (401) 521 - 3695.
2. Each referral received will be reviewed by Crossroads Program Manager and responded to within a week. This response will include whether the client is initially accepted or further information needs to be provided.. Please be advised that some clients may be placed on a waitlist due to volume.
3. Referring source and/or client will be advised of date and time of Initial Consultation with Crossroads Case Advocate. At this time full client consultation will be completed, including communicating program and housing requirements.

### Referrals MUST Include

**1. Letter of Homelessness** - Client referral must have a letter of homelessness from the referring shelter on shelter letterhead and a RI CHF 3rd Party Homeless Declaration (see attached).

**2. Income Documentation** - All client referrals must include the IHSP Income Documentation Form (see attached), as well as documentation for any and all of the following income types:

- Family Independence Program (FIP)
- General Public Assistance (GPA)
- SSI / SSDI
- Unemployment Insurance
- Employment
- Bank Statements
- SNAP Letters

**3. Identification Documents** - All client referrals must include copies of all of the following applicable documents of identification:

- Social Security Cards
- Birth Certificates
- ID Cards (clients over 18)

**4. Copies of BCI's** - All referrals must include copies of client BCI checks for housing placement.

Note: All referrals must be given directly to Melissa Fijol, IHSP Program Manager. Referrals may be sent as a scanned document via email to [mfijol@crossroadsri.org](mailto:mfijol@crossroadsri.org) or as a confidential fax to (401) 521 - 3695. **No referrals will be accepted by clients directly.**